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23 March 56

MEMORANDUM FOR: Colonel White

SUBJECT : List of Reports

1. [] passed on to me your request that I compile a list of all the reports submitted to your Office as well as a list of reports due out of your Office.

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2. Without wishing to complicate the problem may I suggest that your proposal be expanded to include not only reports but other assigned tasks, both recurring and non-recurring. For lack of a better term, I suggest we call it the DD/S Work Plan. Very briefly this would provide you with a cataloging of the major tasks performed by each office, undertaken either at the initiative of the office concerned or at your direction. It would also include requests levied by other offices, e.g., DCI, DD/P, DD/I, etc. It would not list normal day-to-day activities performed by offices and need not be complex in any respect. Revised plans could be submitted each month with brief reports on progress made toward the accomplishment of listed tasks.

3. To give you a little better picture of this proposal there is attached a draft of a suggested memorandum to your Office Heads and Staff Chiefs with a proposed format for cataloging the required information.

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SA-DD/S:CEB:dlc (23 Mar 56)

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Reports

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